

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post	2. Agency <b>STATE</b>	3a. Position Number A-522-27
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No If yes, please provide position number: A-522-30

## 4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces  
(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_
- ☐ b. New Position \_\_\_\_\_
- ☐ c. Other (explain) \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date(mm-dd-yr)
a. Post Classification Authority	<b>Warehouse Worker, FSN-0805</b>	<b>FSN-03</b>		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (*If different from official title*)

Warehouse Worker (Truck Driver)

7. Name of Employee

8. Office /Section  
Management Officea. First Subdivision  
General Services Office

b. Second Subdivision

N/A

c. Third Subdivision

N/A

9. This is a complete and accurate description of the duties and responsibilities of my position.

\_\_\_\_\_  
Printed Name of Employee Date (mm-dd-yyyy)Employee Signature  
\_\_\_\_\_

10. This is a complete and accurate description of the duties and responsibilities of this position.

(Hanoi)  
\_\_\_\_\_  
Printed Name of Supervisor Date (mm-dd-yyyy)Supervisor Signature  
\_\_\_\_\_

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position

\_\_\_\_\_  
Printed Name of Chief or Agency Head Date (mm-dd-yyyy)Chief or Agency Head Signature  
\_\_\_\_\_

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

\_\_\_\_\_  
Printed Name of Admin or HR Officer Date (mm-dd-yyyy)Admin or HR Officer Signature  
\_\_\_\_\_

## 13. Basic Function of Position

This standard job description is for a Warehouse Worker (Truck Driver) who is responsible for safely and efficiently operating a U.S. Government-owned or leased trucks, large cargo vehicles or other vehicles. The incumbent is also responsible for safe handling, transporting and storage of both expendable and non-expendable items. The position is in the General Services Office

and under the supervision of the Supply Supervisor. This position is characterized as providing support to medium size posts with no Property Supervisor.

#### **14. Major Duties and Responsibilities**

##### **Driving and Transportation**

**60%**

- Safely operates U.S. Government-owned or leased vehicles including heavy or light duty trucks, pick-up trucks, vans, cargo vans, etc. as required to transport expendable and non-expendable items to and from the warehouse to office building, residential properties, and other locations.
- Safely operates forklifts, pallet jacks, dollies, trolleys, and other material handling equipment to move supplies to and from proper storage areas.
- Cleans, polishes and checks vehicle before and after operation to ensure that it is in serviceable condition. Conducts vehicle inspection and reports vehicle deficiencies to the supervisor. Performs minor vehicle maintenance repairs, as needed.

##### **Warehouse Operations and Maintenance**

**20%**

- Job holder performs loading and unloading of both expendable and non-expendable including but not limited to furniture, appliances etc. from trucks/vans to the warehouse(s). Assists in organizing, preparation and the delivery of items from the warehouse to office buildings, residences and other locations.
- Assemble and Dismantle or move furniture, appliances such as refrigerators, air-conditioners, stoves etc. as needed, without causing any damage to U.G. Government property.
- Assists in packing, unpacking and delivery of welcome kits to the new arrivals as directed by the supervisor. Organizes and distributes expendable supplies to customers and various sections as required.
- Oversees the loading and unloading of trucks to ensure the vehicle may be driven safely and no damage will occur to Embassy property.
- Assists in moving and storing items and maintenance of storage spaces.

##### **Inventory**

**10%**

- Assists with inventory of the warehouse to ensure that all items are stored properly, no theft has accrued, no safety or fire hazards exist.
- Conduct individual inventories of residences and inspect items to ensure that no theft or damage of the embassy property has accrued. Identifies and reports damaged or missing items for replacement.
- Assists in arranging items for sale or disposal.

##### **Other Duties Assigned**

**10%**

- Provides manual assistance during visits and/or events such as setting up of control rooms, safeguarding property, tracking of items and equipment etc.
- Escorts visitors, outside contractors and non-cleared employees at post when required.
- May be required to provide manual labor assistance to any of the sections or offices as directed by the supervisor.

**\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

#### **15. Qualifications Required for Effective Performance**

##### **a. Education**

Completion of high school education is required



**b. Prior Work Experience**

A minimum of two (2) years of professional truck or heavy vehicle driving experience is required. In addition to one (1) year of experience in manual labor or warehouse work is required.

**c. Post Entry Training**

- SMITH System Safe Driving Training renewed after every two years.
- On-the-job training on U.S. Government (USG) safety standards, including safe operation of forklifts and warehouse equipment.
- On-the-job training on receiving, property management, and International Cooperative Administrative Support Services (ICASS) service standards, as well as customer service and applying items serial codes to property.

**d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).**

English level II (Limited knowledge) Reading/Writing/Speaking is required.

Vietnamese level III (Good working knowledge) Reading/Writing/Speaking is required.

**e. Job Knowledge**

- Good working knowledge of warehouse operations, procedures, USG safety and security standards.
- Good work knowledge of maintenance and efficient usage of warehouse storage space.
- Good working knowledge of conducting inventory and stacking of items/equipment.
- Knowledge of local traffic laws and regulations. Knowledge of in-country travel routes and areas is required.

**f. Skills and Abilities**

- Ability to physically be able to perform loading and unloading. Must be able to handle heavy objects smoothly and efficiently. Must be able to lift a maximum of 51 lbs. (23kg) under OSHA standards.
- Ability to use warehouse tools and safely operate equipment such as forklifts, hand trolleys, electronic lifters etc.
- Must be able to diagnose and handle preventive maintenance and first-echelon automotive repairs. Ability to detect vehicle defects and report them immediately to authorities concerned.
- Must be able to perform assign tasks in all types of weather, and environmental weather conditions to include at times severe cold, extreme heat, wet or dry weather conditions, and high winds.
- Must hold a valid and legally obtained heavy vehicle driver's license (level C).

**16. Position Element**

**a. Supervision Received:**

Receives direct supervision from the Supply Supervisor, and general supervision of A/GSO.

**b. Supervision Exercised:**

N/A

**c. Available Guidelines**

- 6 FAH-1 Regulations, Standard Operating Procedures (SOP's), Safety, Health, Environmental Management (SHEM) Guidelines.
- Basic verbal instructions, directives, and guidelines from the supervisor, team lead, and Facility Manager.
- Post specific local practices and regulations.

**d. Exercise of Judgment**

Exercises judgement with loading/unloading and proper handling of equipment and materials to eliminate fraud, waste, and abuse.

**e. Authority to Make Commitments:**

N/A

**f. Nature, Level, and Purpose of Contacts**

Daily contact with all Embassy/Consulate sections, supervisors and other colleagues, landlords, vendors, contractors, as well as with employees at assigned residences for the purpose of coordinating and executing daily activities.

**g. Time expected to Reach Full Performance Level**

Three months.